TITLE: Environmental Information Manager
EFF DATE: 09/27/05

I. IDENTIFYING INFORMATION

Position Number:	117588
Department:	Health
Office:	Deputy Director for Environmental Health Administration
Geographic Location:	Downtown

II. INTRODUCTION

The function of the Online Permitting Project Manager (OPPM) is to oversee the design, development, and implementation of data systems for the Online Permitting and Reporting Project ("Project") and other information management activities. The purpose of the Project is to provide updated, integrated and efficient data systems for permitting, including a data warehouse that will facilitate reporting to both internal and external parties.

This position will oversee implementation of various computer systems and related program improvements across all of the Environmental Health Administration (EHA), in particular to carry out the work detailed in the EHA's 5-year Information Management (IM) plan (completed in November 2004). The manager will exercise strong collaborative project management and technical skills in implementing the 5-year plan. The manager will promote the compatibility and inter-operability of key EHA data systems. The position is responsible for providing continuous coordination, structure, direction, and oversight for all Project-generated and other EHA information management activities.

III. MAJOR DUTIES AND RESPONSIBILITIES

A. General Project Management   55%

1. **Plans, organizes, coordinates and directs the implementation of the EHA IM program:**

   a. Organizes, coordinates and directs the implementation of the EHA 5-year IM plan, including the establishment and maintenance of an on-line permitting and payment system for EHA.
   b. Updates the EHA 5-year IM plan, as needed.
   c. Improves data communication within EHA and with outside parties.
   d. Leads the EHA Information Management Coordinating Group (IMCG) and consultants in activities to solve identified system problems.

e. Develops resolutions to identified problems, facilitates their implementation, and evaluates problem resolution progress.

f. Manages day-to-day Project activities, ensuring that high-priority tasks are accomplished on time and within budget.

g. Coordinates and oversees assessment of budgetary needs, development of budgetary requests, and expenditure plans. Authorizes program spending requests.

h. Convenes and coordinates DOH planning, program development, data and evaluation groups to prepare strategic and action plans for activities identified in the IM plan.

i. Develops and implements procedures to periodically assess progress toward objectives and revise objectives, as needed.

2. **Receives direction from, advises and consults with the EHA Information Management Policy Team (IMPT):**

a. Proposes policies, procedures and practices of the IMPT, including relationships, organizational scope, authority, and activities. Maintains documentation of the above elements.

b. Consults with and advises the IMPT on project activities.

c. Convenes IMPT meetings at least on a quarterly basis.

d. Consults on a regular basis with the IMPT chairperson regarding meeting agenda.

e. Prepares and delivers quarterly (or as needed) Project activity reports to IMPT.

f. Advises IMPT on project progress and receives direction on project activities.

g. Implements IMPT directives.

3. **Provides leadership and direction for the Information Management Coordinating Group (IMCG):**

a. Establishes the IMCG, as part of the EHA IM Framework (per the IM Plan).

b. Recruits IMCG members.

c. Defines and documents policies, procedures and practices of the IMCG, including relationships, organizational scope, authority, and activities.

d. Schedules, develops agenda, convenes and facilitates IMCG meetings.

e. Conducts meetings with IMWG to develop management objectives and assign responsibilities.

f. Monitors and coordinates activities of all IMCG subcommittees and workgroups.

g. Assures adequate and comprehensive meeting minutes are taken and disseminated.

h. Consults on a regular basis with all EHA DPSAs.

i. Works collaboratively with all EHA staff involved in the Project.

j. Coordinates with any internal parties (i.e., IMCG, project teams, EHA programs, Health Information Systems Office, DOH Informatics Project,

etc.) and those external to the department (e.g. Hawaii Business Express, eHawaii.gov, ICSD, EPA, the Environmental Council of the States, and other states).

    k. Coordinates training of staff.

4. Applies for and manages grants to fund activities of the Project:

    a. Seeks additional Project funding (from state, federal and private sources).

    b. Uses grant documents to identify tasks and activities for the Project.

    c. Becomes familiar with grant activities outlined in grant proposal narratives.

    d. Informs IMPT and IMCG members on proposed grant activities.

    e. Monitors progress of project toward completion of tasks outlined in the grant documents.

    f. Prepares and/or finalizes annual grant applications, budgets, including expenditure and activity plans, applications for carry-over and supplemental federal funds, and progress reports as required.

    g. Prepares annual grant renewal applications and end-of-year progress reports.

5. Initiate and manage IM/IT contracts with private vendors:

    a. Creates specifications for projects, crafts project work plans, and prepares requests for proposals and procurement documents.

    b. Oversees review and selection of contractor(s).

    c. Fulfills contract paperwork requirements.

    d. Works directly with and oversees contractor(s), ensures work is performed.

    e. Acts as liaison between contractor and other EHA offices.

6. Coordinates interactions with external stakeholders:

    a. Solicits relevant stakeholders' views and opinions.

    b. Develops and maintains collaborative relationships with other government and private agencies to support and maximize program goals.

    c. Represents the EHA at state, county or national workshops, conferences, forums, and hearings.

    d. Attends meetings and out-of-state courses and conferences as appropriate. Makes recommendations for improvement in State programs based on information learned.

B. System Analysis, Design, Development, and Maintenance   35%

1. Oversees and/or participates with DPSAs and contractor(s) to perform the following activities:

    a. Conducts detailed studies of existing systems and procedures by analyzing and identifying problems and needs.

b. Identifies constraints and alternative solutions.
c. Designs report formats and screen displays; and determines general hardware and data communications design, data elements, data dictionary, and database design.
d. Develops systems specification based on design requirements. These specifications include computer configurations, software selection, program coding, database management systems, data communications, security, backup and recovery procedures, and file conversion.
e. Conducts the systems development process. This includes hardware and software installation, program coding and testing, data conversion effort, and implementation.
f. Oversees and/or participates with DPSAs and contractor(s) to analyze, evaluate, compare, and select software packages, hardware, communications components, and application systems.
g. Oversees and/or participates with DPSAs and contractor(s) to determine data communications needs and requirements.
h. Oversees and/or participates with DPSAs and contractor(s) to prepare specifications for release to private suppliers and vendors in request for information and proposals.
i. Oversees the preparation of system documentation, operational and user procedure manuals.
j. Establishes policies and procedures for review and approval of software program coding and development to assure that programming is consistent with design specifications and good practices. Provides general oversight of review process.
k. Oversees the installation and implementation of information technology elements that enhances automation of a workgroup function.
l. Establishes data management policies and procedures.
m. Ensures the establishment and implementation of a Quality Assurance Project Plan (QAPP) for the Project.

C. Performs other related duties as assigned **10%**

IV. CONTROL EXERCISED OVER THE POSITION

A. Supervisor:

Position Number: 100537
Class Title: Deputy Director for Environmental Health Administration

B. Nature of Supervisory Control Exercised Over the Work

1. Instructions Provided:

Because of the type of work and responsibilities assigned to the position, instructions or guidelines are limited to definition of areas of responsibility and the incumbent is expected to plan the work assignments in order to accomplish desired results.

2. Assistance Provided:

Incumbent is expected to initiate and perform all aspects of the work independently, however he/she is expected to advise the supervisor when unusual events or circumstances may require significant changes.

3. Review of Work:

Supervisor reviews only those work assignments which the incumbent indicates are exceptional and/or unique.

C. Nature of Available Guidelines Controlling the Work

1. Policy and Procedural Guides Available:

    a. EHA 5-Year Information Management Plan
    b. IMPT policies and directives
    c. EPA guidance and policies
    d. EPA Exchange Network documents

V. REQUIRED LICENSES, CERTIFICATES, ETC.

N/A

VI. RECOMMENDED QUALIFICATIONS

The incumbent must have a broad understanding of the business processes in EHA, have a good understanding of information technology to suggest and determine best IM solutions, have strong project management skills to oversee the various implementation projects, and be able to work well with the management and staff at EHA.

A. Knowledge:

1. Working knowledge of computer software (including client/server applications and web development) and hardware that is applicable to an assigned area of responsibility.

B. Skills/Abilities:

1. Ability and desire to achieve results in a timely fashion.

2. Commitment to client satisfaction.

3. Possesses good oral and written communication skills.

4. Able to effectively direct change management within an organization.

5. Ability to plan, organize, and direct a multi-system project taskforce.

6. Possess excellent group facilitation, moderation, and training skills.

7. The ability to plan, organize, direct, prioritize the activities and work of project staff.

8. Plan, coordinate, and work on projects with others. Advise and assist others on problem areas. Schedule and prioritize project tasks.

9. Demonstrated ability for effective judgment, cooperative attitude and excellent interpersonal skills to ensure the successful and timely implementation, coordination, maintenance, and/or modification of project activities.

10. Ability to work in a team and to develop teamwork within the agency.

11. Demonstrated ability to adhere to professional standards, ethical behavior, and professional business attitude.

12. Ability to plan, direct and coordinate work of others; plan and conduct public health research and survey projects and advise others in these activities; evaluate program operations; establish and maintain effective working relationship with others; speak effectively before groups; and prepare comprehensive reports.

C. Education:

1. Education substantially equivalent to graduation from an accredited college or university with major work in information science, business administration or related field.

D. Experience:

1. General Experience:

Ten years' experience in data systems and procedures. Five years' involvement with data processing, feasibility studies, programming and/or systems development.

2. Specialized Experience:

CAO/PF

Three (3) years' experience in computer systems analysis, including overall technical guidance and leadership; the responsibility for planning, directing, and coordinating the activities of major data processing systems.

A minimum of five (5) years of project management or supervisory experience in information management.

3. Quality of Experience:

Overall experience must have been of such scope and responsibility to demonstrate the ability to perform the duties described above.

VII. TOOLS, EQUIPMENT & MACHINES

Computers (including the use of client/server applications, project management software and presentation software).

VIII. WORKING CONDITIONS

A. Normal work day-shift hours, with occasional need for work during evenings, weekends and/or holidays as determined by the DDEH.

B. Capacity to travel to meetings throughout the state and mainland United States.

CAO/PF